

MOVE UP THE LADDER

START A CAREER IN THE BUFFALO FIRE DEPT.



BYRON W. BROWN
Mayor of Buffalo

BUFFALO FIREFIGHTER EXAM

FINAL FILING DATE: MONDAY, APRIL 9, 2018

EXAM DATE: TUESDAY, MAY 1, 2018



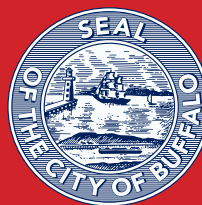
VINCENT MUSCARELLA
Commissioner

FIREFIGHTER #0243018

2018 Entry Level **FIREFIGHTER EXAMINATION**

FINAL FILING DATE: Monday, April 9, 2018

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VINCENT MUSCARELLA
Commissioner

BENEFITS

Health, Dental and Optical Coverage
Vacations/Sick Pay
Retirement Plan
Continued Education Stipend
Advancement Opportunities
Uniform Allowance

SALARY
\$35,000 - \$68,461

***A FEE OF \$25.00 OR A WAIVER IS REQUIRED FOR THIS EXAMINATION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FEE OR WAIVER.**

The required fee must accompany your application. **As no refunds will be made**, you are urged to compare your qualifications carefully with the requirements listed on the announcement. **Only cash, check, or money orders will be accepted. If using a check for payment, your check must clear to complete processing. Please make all personal checks payable to City of Buffalo.**

If you are filing on-line, a payment must accompany your application, with a charge or debit form of payment (fee waivers are not accepted with on-line applications.)

If you are using a fee waiver, you must apply in-person or by mail, and the verified fee waiver must accompany your application.

FEE WAIVER

Exceptions to the filing fee will be made for the following reasons:

- Candidates currently unemployed **and** primarily responsible for support of a household
(Individuals who can be claimed as a dependent on any other person's tax return are not eligible for application fee waiver as head of household.)
- Eligible for Medicaid
- Receiving Supplemental Security Income (SSI) payment
- Receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)
- Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency
- A member of a union eligible for waiver through the contract

FEE WAIVERS MAY BE OBTAINED FROM THE CIVIL SERVICE DIVISION, ROOM 1001 CITY HALL, AND MUST BE SUBMITTED AT THE TIME OF FILING THE APPLICATION, ALONG WITH VERIFICATION OF THE ABOVE. ALL FEE WAIVERS WILL BE VERIFIED.

Appointment to the Position of Firefighter

Appointment to the position of Firefighter shall be **considered as trainee appointments** in accordance with the provisions of Rule 18 of the Rules for the Classified Civil Service of the City of Buffalo. Any appointment shall be subject to such probationary period as is prescribed in Rule 17 of the Rules for the Classified Civil Service. The employment of an individual as a Firefighter may be terminated at any time during the probationary period pursuant to Rules 17 and 18 for the Classified Civil Service. An Emergency Medical Technician- Basic (EMT-B) Certification must be earned before the end of a trainee's eighteen (18) month probationary period.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Lays, couples, connects and advances fire hose into burning buildings to direct designated water stream; Performs first-aid techniques including examining the victim to determine extent of injury, what type of symptoms and what type of treatment, including defibrillation; Climbs ladders of all lengths carrying firefighting tools/ equipment or people; Performs firefighting duties while on ladder; Drives and operates firefighting equipment such as aerial ladder trucks, pumpers, rescue trucks and similar firefighting apparatus; Performs ventilation to remove smoke, gases and heated air from a structure; Operates fire extinguishers, foam equipment, fuel and oil pumps, portable breathing units and other equipment; Controls spills and leaks of hazardous materials; Maintains and tests fire hoses, couplings and nozzles; Inspects same for damages; Cleans fire station premises and apparatus; Searches for victims in burning smoke-filled buildings or other hostile environments; Performs related duties as required.

Final Filing Date – Monday, April 9, 2018

Examination Date – Tuesday, May 1, 2018

(Applications & Test Guide is available by visiting www.city-buffalo.com or go to Room 1001 City Hall)

AREA OF RECRUITMENT / RESIDENCE

Applicants must be citizens of the United States and must have resided continuously in the City of Buffalo for at least 90 days immediately preceding the final filing date for this examination.

In the absence of clear and convincing evidence to the contrary, applicants shall be deemed a non-resident if they are not able to show ninety (90) days of continuous and uninterrupted residence within the corporate limits of the City of Buffalo immediately preceding the final filing date for this examination. Absence from place of residence for military purposes does not constitute an interruption of continuous residence. Prior to appointment, you will be required to verify, by submitting required documentation, that you qualified as a resident from 90 days prior to the final filing date for the examination through the date of appointment. **Residence in the City of Buffalo must be maintained throughout employment as a Firefighter for the City of Buffalo.**

APPLICATIONS

- Applications may be obtained on the examination website www.city-buffalo.com in Room 1001 City Hall; or by sending a self-addressed stamped envelope to the Department of Human Resources, Civil Service Division, 65 Niagara Square, Room 1001 City Hall, Buffalo, NY 14202.
- When submitting your application, please be certain that the application is complete and all required information is included.
- **The application fee or waiver must accompany your application, regardless of the method of filing. You cannot request a waiver on-line.**
- **NO APPLICATIONS WILL BE ACCEPTED WITHOUT PAYMENT OR WAIVER.**
- **Applications must be filed within the filing period.** (The Commissioner of Human Resources reserves the right to accept an application subsequent to the filing period but prior to the date of the exam, for an adequate reason.)
- An **admittance notice** to report to the exam will be mailed or emailed to you approximately one week prior to the exam date. Call the Civil Service Division at **(716) 851-9614** if you have not received your notice (3) days before the test date.

MINIMUM QUALIFICATIONS

All applicants must have graduated from High School, have a General Educational Development (GED), or a High School Equivalency Diploma at the time of appointment.

SPECIAL REQUIREMENTS

1. **Age:** There is no maximum age requirement for this examination. However, to be certified as eligible for appointment, applicants must have reached their 20th birthday by the date of their appointment. Candidates who are 19 years of age on or before **the date of the examination** will be eligible to participate in this exam, but will not be eligible for appointment until they reach their 20th birthday. **Proof of age must be presented at time of appointment.**
2. Possession of a current **NYS Driver's License** must be presented at time of appointment and be maintained during employment.
3. As a condition of employment, all applicants must obtain a **NYS Emergency Medical Technician-Basic (EMT-B)** before completion of probation. This certification must be maintained for the duration of employment.

EDUCATION: Applicants must be a high school graduate, or a holder of a high school equivalency diploma issued by an education department of any of the United States, or holder of a comparable diploma issued by a commonwealth, territory, possession of the United States, or by the Canal Zone, or holder of a report from the United States Armed Forces certifying successful completion of a GED—high school level.

PROOF OF EDUCATION MUST BE PRESENTED AT TIME OF APPOINTMENT.

NOTE: Applicants who do not possess a high school equivalency diploma are eligible to take the exam, but will **NOT** be eligible for appointment until they obtain an equivalency diploma. For information on how to obtain a New York State Equivalency Diploma, contact the BUFFALO BOARD OF EDUCATION, ADULT LEARNING CENTER, 389 VIRGINIA STREET, BUFFALO, NY 14201.

MEDICAL/PHYSICAL/PSYCHOLOGICAL REQUIREMENTS

All candidates are subject to a drug screening prior to any conditional offer of employment. All candidates must pass a medical examination and psychological examination in order to determine whether the candidates are physically, emotionally, and psychologically competent to perform the essential job functions of a firefighter in the Buffalo Fire Department, and successfully pass both examinations in order to be considered for an offer of employment.

Criminal Record

Conviction for all crimes and offenses are subject to evaluation during background investigation and may bar certification for appointment as per Civil Service Rules, Rule 11 4C and NYS Law. Candidates will be responsible for the ten dollar (\$10) police check fee, and for any additional fees associated with criminal charge dispositions.

Military Status

Active duty military personnel may file an application for this exam. A military make-up exam will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Active duty personnel who missed the application deadline shall also be provided an opportunity to participate in a military make-up exam. Such military service must have been on a full-time active duty basis, other than for training purposes. Special conditions apply to these requests, and guidelines may be obtained from the Civil Service Division. Active duty military applicants must notify the Civil Service Division within 90 days of separation from military duty.

Veteran Point Credits

Candidates requesting veteran point credits must present a copy of their DD-214 military discharge form (DD-214) **at time of application**. If you are currently serving on **active duty** in the Armed Forces of the United States, you may still apply for veteran's credits, however these veteran's credits shall be granted on a temporary basis at time of establishment of the eligible list until such time that you are discharged from the military. You will be restricted from being hired from a certified list using these credits until such time that you have received an honorable discharge or release under honorable conditions, as indicated on your DD-214. Your **DD-214** must be presented as proof of service during a time of war, as defined in Section 85 of New York State Military Law, before you can be certified for appointment from the eligible list using these credits.

Eligible List

Pursuant to Rule 12 (5) of the *Rules for the Regulation of the Classified Civil Service of the City of Buffalo*, the duration of the eligible list shall be for a term of not less than one (1) year, nor more than four (4) years.

Firefighter – # 0243018 (cont'd.)

SUBJECT OF EXAMINATION

	Weight
Fire Service Aptitude Battery (FSAB)	100%
Physical Ability Test (PAT)	Qualifying

All other tests (Drug Screening, Background Investigation/Fingerprinting, Polygraph, Psychological, and Medical Examination) are qualifying. Candidates must pass the FSAB to be called for the tests previously mentioned and to be considered for appointment. Qualifying tests will be administered at a later date.

All candidates who pass the FSAB will be placed on the eligible list according to their final score on the FSAB.

FIRE SERVICE APTITUDE BATTERY (FSAB) DESCRIPTION (WRITTEN TEST)

The Fire Service Aptitude Battery (FSAB) represents a set of assessment devices covering three basic areas: cognitive abilities, approaches to work or what we refer to as workstyles, and background information.

- **Section I: Ability Test** - The Ability Test is designed to test a series of abilities determined to be important to the effective performance of entry-level firefighters. The Ability Test contains a series of multiple-choice questions. Each question will be followed by four response alternatives (A through D). For each question, candidates will be asked to identify the single best answer and record the response chosen. This section of the FSAB is designed to assess abilities, not specific knowledge about fire-fighting techniques. Any fire term or procedures that are included in this section will be defined or described so that all candidates have the same information on which to base their answers. Be sure to base your responses solely on the information presented for each question.
- **Section II: Work Styles Questionnaire** - In addition to the ability requirements placed upon firefighters, successful performance requires certain motivational, value-related, and attitudinal characteristics. The Work Styles Questionnaire will be used to measure these important characteristics. The Work Styles Questionnaire contains a series of short statements. You will be asked to read each statement and then decide the extent to which you agree or disagree with each statement as it applies to you by selecting a rating from 1 to 5 using the rating scale provided.
- **Section III: Life Experience Survey** - The Life Experience Survey is designed to assess characteristics related to each candidate's past history and experience. In this survey you will be presented with a series of multiple-choice questions. These questions pertain to you and your personal experiences, and will cover many different topics. Each question will be followed by five response alternatives (A through E). For each question you will be asked to select which of the five response alternatives best describes your past experience and to record the response you choose.

PHYSICAL ABILITY TEST (PAT) DESCRIPTION (PASS/FAIL)

Candidates will be required to pass a Physical Ability Test (PAT) prior to appointment. The PAT is designed to assess a candidate's capacity to perform the physically demanding tasks performed by firefighters on the job. This is accomplished by requiring candidates to perform activities that evaluate the body's physiological systems underlying effective firefighter performance. The PAT consists of a series of events and each event will be timed. Further information on the PAT events, administrative logistics including date and time, and fitness programs for preparation will be provided in a preparations guide made available at a later date.

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Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty (New Section 85-a, NYS Civil Service Law, effective 9/17/02). On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on Civil Service examinations for children of Firefighters and Police Officers killed in the line of duty. This law is to take effect immediately. "In conformance with Section 85-a of the Civil Service Law, children of Firefighters and Police Officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Civil Service Division of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established." Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent. **Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.**

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Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003). For more information, check with the Department of Human Resources, Civil Service Division. Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent. Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

PERSONS WITH DISABILITIES

If special arrangements for testing are required, please file a supplemental form with your application. These forms can be obtained at Room 1001 City Hall upon request. In accordance with State Law and Section 504 of the Federal Rehabilitation Act of 1973, as amended, the City of Buffalo does not discriminate against persons with disabilities in access to employment, during employment, or in any of its programs and activities.

ACCESSING EXAM RESOURCE MATERIALS on the EB Jacobs Candidate Resources Website

2018 Buffalo Fire Department Firefighter Entry Level Examination #0243018

AGREEMENT: Exam resource materials (e.g., Assessment Preparation Guide) provided by EB Jacobs are copyrighted documents made available only for use by CANDIDATES who are enrolled to participate in a scheduled exam being administered by a client. By accessing the exam resource materials using the instructions outlined below, you agree not to give access to the materials to anyone else. If you do not agree to this stipulation then you cannot access the exam resource materials.



To access exam resource materials (e.g., Assessment Preparation Guide) provided by EB Jacobs you must be using a computing device that has Internet access and a web browser. The exam resource materials can be accessed on a Windows or a Macintosh computer or a mobile device, using Chrome, Firefox, Internet Explorer, Opera or Safari Internet web browsers. Other browsers may also work but have not been tested.

In addition, the computing device must have Adobe Acrobat Reader or another PDF document viewing program installed for you to be able to view the preparation guide. Adobe Acrobat Reader is a free program and it can be installed on computers at the following web link:

<http://www.adobe.com/products/acrobat/readstep2.html>

For Apple, Android and Windows mobile devices you will need to install a PDF viewer from the device's application store.

To reach the EB Jacobs Candidate Resources Website you should open a browser and point the web browser to the address listed below:

<http://www.ebjacobs.com/candidateguide>

You will be prompted to provide an Access Code to access exam resource materials on the EB Jacobs Candidate Resources Website. The Access Code is:

BFD-2018-F43782-Fire-Entry

You should enter the Access Code into the Access Code box (see below) and then select the Access button.

Enter the Access Code into the box. It can be entered in upper or lower case. When you type the Access Code into the text box, all letters will appear as upper case.

A screenshot of the 'Candidate Resources Center' login page. The page has a blue header with the title 'Candidate Resources Center'. Below the header, there is a welcome message and instructions. A section titled 'Enter the Access Code provided to you by the sponsoring organization to access the resources for the exam.' contains a form. The form has a blue header 'Enter Your Access Code' and a text box labeled 'Access Code:' with the value 'BFD-2018-F43782-Fire-Entry' entered. To the right of the text box is a button labeled 'Access'. Below the form, there is a note about returning to the employer's site and saving documents. Red arrows point from the text on the left to the 'Access Code' text box and from the text on the right to the 'Access' button.

Click the "Access" button after entering the Access Code.

The candidate resources website will then appear in your web browser. Next, click on a specific document link to open the document. This could take a minute or more depending on the speed of your Internet connection. Once the document appears, you can read it, save it or print a copy of it using the PDF viewer controls if you have access to a printer from your computing device.



CITY OF BUFFALO
Department of Human Resources / Civil Service
65 Niagara Square, 1001 City Hall, Buffalo, NY 14202

FIREFIGHTER - #0243018

ANSWER ALL QUESTIONS – PRINT LEGIBLY

1. Social Security Number

			—			—			

2. Name, Address and Phone (PLEASE PRINT)

Last _____ First _____ MI _____

Street Address _____

City _____ State _____ Zip Code _____

**IMMEDIATE NOTICE MUST BE GIVEN IN WRITING OF ANY
CHANGE IN ADDRESS BEFORE OR AFTER EXAMINATION**

Home Phone _____ Cell Phone _____

Email: _____

3. Enter Date of Birth below:

MO.

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 DAY

--	--

 YEAR 19

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"Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Firefighter begins when the candidate reaches age 20."

POLICE CANDIDATES ONLY: "Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of written examination are not qualified, except as follows: Candidates may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement."

OFFICE USE ONLY

☐ Cash ☐ M.O.
☐ Check ☐ Waiver

4. (A) Are you a U.S. Citizen? Yes ☐ No ☐

(B) Do you have the legal right to reside and accept employment in the U.S.? Yes ☐ No ☐

5. For Affirmative Action purposes, enter information below:

☐ Female ☐ Black ☐ Hispanic
☐ Male ☐ White ☐ Other

6. **Requirements** (Please check (✓) where applicable)

(A) Are you a **high school graduate**? Yes ☐ No ☐

If Yes, please provide the name of the high school from which you graduated _____

(B) Holder of a **GED or Equivalency Diploma**? Yes ☐ No ☐

(C) Have you received an honorable discharge or been released under honorable conditions **after two (2) years of uninterrupted active military service**? Yes ☐ No ☐

(D) Have you received an honorable discharge or been released under honorable conditions **after six (6) years of uninterrupted active reserve duty**? Yes ☐ No ☐

7. **Check below if you are requesting special arrangements:**

_____ **Religious Accommodations** (for religious observance or practice cannot be tested on Saturdays)

_____ **Disabled Person** (describe type of assistance needed in the space provided below):

8. **Service in the Armed Forces**

"The Armed Forces of the United States" is defined as the Army, Navy, Marines, Air Force, Coast Guard, and the National Guard when in the service of the United States. Such service must have been on a full time active duty basis, other than for training purposes.

A. **I am currently serving on active duty** in the Armed Forces and wish to apply for veterans credit. I understand that veterans credits shall be granted **on a conditional basis** at time of establishment of the eligible list. I understand I must be restricted from certification using these credits until I have received an honorable discharge or was released under honorable conditions and I present appropriate documentary proof of service during time of war.

B. I received an honorable discharge or was released under honorable conditions from the Armed Forces of the United States for service in time of war and **wish to claim veterans credits**.
Yes ☐ No ☐

I am claiming additional veterans credits as follows:

- ☐ **YES as a non-disabled war veteran.**
☐ **YES as a disabled war veteran** _____ %
(Disabled veteran forms must be filled with application)
☐ **YES currently serving.**

Date of entry to active duty _____

Date of Discharge or contemplated discharge _____

FORM DD-214 MUST BE ATTACHED WHEN YOU SUBMIT YOUR APPLICATION WHEN CLAIMING VETERANS CREDITS.

C. Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position in the public appointment of New York State or any of its civil divisions?
Yes ☐ No ☐

☐ I am claiming additional points available to **CHILDREN** of Firefighters and Police Officers killed in the line of duty. (Sec. 85-a Civil Service Law).

☐ I am claiming additional points available to **SIBLINGS** of Firefighters and Police Officers killed in the line of duty as a result of the September 11th World Trade Center Attack (Sec. 85-b Civil Service Law).

If you are claiming credit, contact the Civil Service Office at the above address for further information and required documentation.

9. **Residence**

How long have you resided continuously in the City of Buffalo immediately preceding this application? _____ years. Beginning with your present address, state your residence for the last five (5) years and dates which you resided at each.

STREET ADDRESS:	
CITY:	FROM:
	TO:

STREET ADDRESS:	
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STREET ADDRESS:	
CITY:	FROM:
	TO:

Remarks (Use this space to provide any additional information, as necessary).

PLEASE NOTE:

1. Have you printed legibly?
2. Is your Social Security Number correct?
3. Is your DD-214 attached, if claiming veterans credits?
4. Is your dependent or sibling proof attached?

An incomplete or illegible application may result in your disqualification for this examination.

10. I affirm that the statements made on this application (including any attachments) are true under penalties of perjury.

Signature of Applicant

Date

Please indicate any other surname (last name) by which you are or have been known. (Please Print)